

How to Create a Google Document Form for the River Clean Up

Here is a basic overview of how I created my on-line registration cleanup form that was quite successful at getting the public to allow them to choose their first or second choice sites, allow me to collect all their contact info for recording volunteer hours afterwards and thank you emails or site leaders to call their volunteers without having everyone email and call me to register. This saved me hundreds of hours in time spent not having to communicate with each person to get them registered. I could also edit what sites needed to be pulled from the list if they were full at anytime or add updated information onto our website regarding the event. Additionally, having all the information posted on the website gave the volunteers all the information they needed to be prepared for the event and know what is expected of them.

Here is a simple outline of the steps I took to create the registration process with samples for many of the steps. I am happy to help anyone with this process and I can be reached at miriam@syrcl.org or 530-265-5961 ext. 201

- Create a Gmail Account
- Go into the Drive Tab
- Create a New Form
- Create all the questions that you want to
- Complete the entire Form (see Sample A)
- On your website have a page of all the information you want the public to know (see Sample B)
- Include a PDF of descriptions of all the sites, special information about each site along with directions to each site (see Sample C)
- Embed the Form into your website
- Check your gmail account form weekly to copy/paste the registrants names/contact info into each site's individual lists (see Sample D)

Sample A

12th Annual Great Yuba CleanUp and Restoration Day Registration Form - 2009

Thank you for volunteering your time to help clean up the Yuba River watershed on Saturday, September 19, 2009. Individuals and groups can use this form to sign up. Online registration helps make the checkin process at each site much faster. Please fill in the form as accurately as possible. If your site isn't listed on this form, it is already full. If you are under the age of 18, please download a waiver form in advance and bring to your site signed by your parent or guardian. You will get your first choice site unless we call you this week.

* Required

Group or Business Name (if applicable)

Street Address *

Last Name *

City *

First Name *

State *

Zip Code *

Email Address

Phone Number * Please include area code.

Age *

Great Yuba Clean-Up first site choice Please choose your choice of clean-up site.

Great Yuba Clean-Up second site choice Please choose your choice of clean-up site.

Are you a new participant in The Great Yuba Clean Up? *

Sample A

- ☐ yes
- ☐ no

Submit

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Be sure to think about what info you want to find out from your volunteers on this form.

It might be helpful to you to find out :

- Where did they hear about the cleanup? (ad, poster, radio, email, Facebook, etc)
- Do you have soecial skills that could help with out cleanup? (lifeguard, boating, SCUBA, etc)
- Are you interested in other volunteer roles at our organization? (list opportunities)
- Can we call you about other volunteer roles at our organization?

Sample B

Join us for the 12th Annual *Great Yuba CleanUp and Restoration Day on*

Saturday, September 19, 2009

Join us to clean up the river at over 35 locations in the Yuba Watershed or you can choose to help on a restoration project at Bridgeport instead.

Coastal CleanUp Day is the premier volunteer event on behalf of the marine environment in the world with over 350,000 volunteers participating in 70 countries across the world. Since the event was started in 1985 over 800,000 Californians have removed more than 13 million pounds of debris from our State's shorelines and waterways!

Over 600 local volunteers cleaned up more than 20,000 pounds of trash and recycling last year in just 3 hours. This is a wonderful family event with a free lunch and party provided at Bridgeport after the morning clean up and restoration projects.

Website sign-ups for your favorite site is NOW AVAILABLE...click on the link below to take you to the registration and information page.

join us at the volunteer appreciation celebration following the morning cleanup and restoration projects at Bridgeport State Park from 12:30-5 pm.

- Haute Trash Fashion Show
- Music by the Ginger Ninja's powered by bicycles!
- Free lunch buffet provided by our local community's restaurants, bakeries and stores!
- Beer donated by New Belgium
- Bring your own servingware, cups, water bottles for the lunch
- Bring a blanket/chair to sit on while enjoying the festivities

We would like to extend our immense gratitude to the following sponsors, raffle and food donors, and the agencies helping with trash/recycling collection for caring about the health of the Yuba and Bear Rivers, Deer and Wolf Creek watersheds.

Sponsors

- [Nevada City Self Storage](#)
- [New Belgium](#)
- [BriarPatch Co-Op](#)
- [Wild Mountain Yoga Center](#)
- [B & C True Value](#)
- [Sierra Solar Systems](#)
- Anderson Physical Therapy
- [The Union](#)
- [YubaNet News](#)

Food Donors

Sample B

[Sunsmile Farms](#), [Living Lands Agrarian Network](#), [SPD](#), [California Organics](#), [Sopa Thai](#), [Broad St. Bistro](#), [The Fix](#), [Matteo's Public](#), [Flour Garden Bakery](#), [Carl's Jr.](#), [Summer Thyme's](#), [Mother Truckers](#), [Natural Selection](#) and [Safeway](#).

Raffle Donors

[Wolf Creek Wilderness](#), [Mountain Recreation](#), [Tour of Nevada City](#), [South Yuba Club](#), [Young's Carpet One](#), [Xtremely Green](#).

Agency Support with Trash/Recycling

Nevada County, United States Forest Service, California State Parks, Waste Management, California Department of Transportation, City of Grass Valley, Yuba County Water Agency, Army Corps of Engineers, Nevada Irrigation District, Placer County Parks, Bureau of Land Management, Ananda Dhiira.

For more information and to
register online click here!

12th Annual Great Yuba CleanUp

12th Annual Great Yuba CleanUp and Restoration Day Registration Information

Thank you for your interest in helping to clean and restore the Yuba River watershed on

Saturday, September 19

9 am “ noon for the CleanUp sites

8:30 am “ 1 pm for the Restoration project at Bridgeport

With 60-80% of the debris on the coast originating from inland water sources, you will also be helping to keep the trash off the coastal beaches.

What to expect for the CleanUp Sites

All participants should arrive at their site by 9 am to be ready to work. A site captain will be at each site to sign you in and distribute supplies. Captains will provide latex gloves, trash and recycling bags, data cards, pencils, a safety briefing and directions on where to cleanup at each site.

Please bring or wear the following:

- Closed toe shoes
- Work gloves
- Sunscreen
- Filled water bottle and snack
- Paint bucket if you want to help with cleaning up of broken glass pieces
- Work clothes

What to expect for the Restoration Project

All participants should arrive at their site by 8:30 am. Jen Hemmert, our Americorps member will be there to sign you in. The Restoration Project is a strenuous physical activity of removing and pulling invasive non-native plants of Himalayan blackberry, star thistle, Italian thistle, English Ivy, and Mediterranean grasses. Most of the plants have defenses against being eaten by animals so stickers or thorns are part of their plant anatomy. *This activity is open to children ages 12 and above, but they must be accompanied by a parent for the day.*

If you are participating in the Restoration portion of the day please wear the following:

The same as above and also wearing Long pants and a long shirt

Waiver Forms

Sample C

A waiver forms is required by each person participating in either the restoration project or a cleanup site. You may complete the waiver form at your site upon arrival. However, participants under the age of 18 must have a parent or guardian signature as well. Therefore, we recommend that you download the form at this link, [WAIVER FORM LINK](#) (Additional Signature page), and bring it to the restoration project or cleanup site all signed. If you are a group, such as a girl or Boy Scout troop, please have the parents sign the forms in advance as the leader may not sign for the troop.

2009 Great Yuba CleanUp and Restoration Site List and information

Please click on this link, [SITE LIST AND DIRECTIONS](#), to download a list of this year's CleanUp sites and Restoration project details, and directions to each site. Please review the site list to see if there are any special issues regarding the site you have chosen. Some sites are more appropriate for children to volunteer at, while others require extra hiking to the location or have other situations not appropriate for smaller children.

Free Picnic Appreciation Celebration after the CleanUp and Restoration Projects

From 12:30 -5 pm we will be honoring you for your efforts in helping clean and restore the Yuba River watershed with a free picnic lunch at Bridgeport. We will have a light lunch and cold drinks, music and entertainment by Haute Trash and the Ginger Ninijas! To sign up for a CleanUp site or for the restoration project, please fill out the on-line form below completely. We will be monitoring each site weekly and will pull any site that is full. Therefore, sign up early to make sure that you have the opportunity to cleanup at your favorite site!

We thank you and the river thanks you too!

If you have any questions, please contact Miriam Limov, event coordinator at (530) 265-5961 ext. 201 or miriam@syrcl.org

We are still looking for volunteers for the following sites:

Washington (NEEDS volunteers), Bridgeport Restoration Project, Highway 49 Crossing, Independence Trail, Wolf Creek at Safeway and Wolf Road and Northstar Mine, Donner Summit, Greenhorn Creek, and Langs Crossing. There are many sites that are closed due to enough volunteers. As of Thursday, September 17, you can still sign up for the cleanup and restoration project.

EMBED registration form here for the volunteers to fill out

Sample D

Timestamp	First Name	Last Name	Group or Business Name	first choice	address	City	State	Zip Code	email	phone	Age	member	second choice
8/10/2009 19:31	GARY	PALMER		Bear River at Highway 174		NEVADA CITY	CA	95959			66+	yes	Bear River at Highway 174
8/10/2009 21:03	Penny	Peiser		Bridgeport		Penn Valley	California	95946			59+	no	Englebright Lake
8/11/2009 5:36	Shari	Collom Wilson		Bridgeport		Nevada City	CA	95959			50	no	Bridgeport
8/11/2009 11:06	Terry	Armstrong		Bear River at Highway 174		Nevada City	CA	95959-3427			66	yes	Bear River at Highway 174
8/24/2009 13:21	Carol	richy		49 Crossing		nevada city	ca	95959			55	yes	Champion Mine
8/24/2009 15:38	Amigo	Cantisano	Amigo Cantisano	Purdon Crossing		North San Juan	CA	95960			58	no	Edward's Crossing
8/25/2009 5:48	Genevieve	Gartin		Bridgeport		Nevada City	CA	95959			35	yes	Deer Creek Falls
8/25/2009 5:50	Amelie	Gartin		Bridgeport		Nevada City	CA	95959			10	yes	Deer Creek Falls
8/25/2009 10:49	Kyle	Leach		Deer Creek Falls		Nevada City	CA	95959			49	no	Oregon Creek
8/25/2009 21:38	Carol	Miczora		Wolf Creek at Saffeway Store		Grass Valley	CA	95949			70	no	Wolf Creek on Idaho-Maryland Rd.